

E. D. P. SERVICES (CROYDON) LTD



Data Preparation Specialists
Black Clawson House
20-26 Wellesley Road, Croydon,
Surrey
Telephone: CROYdon 5611/2
Telegrams and Cables; Datapro
Croydon

Mr. T. Nelson,
Systems Const.,
Box 1546,
Poughkeepsie,
N.Y.

13th September, 1965.

Dear Sir,

re: 80 COLUMN CARD PUNCHING

At the beginning of this year we had the pleasure of sending you details of our Key-Punch Bureau service available to U.S.DP. installations.

We feel sure that you will be interested to hear that due to continued expansion we have been able to further reduce our charges. The new rate for punching or verifying is now \$2.60 per hour, which includes freight charges from our installation to yours.

You will see that our new rate is well below prevailing market rates in the U.S.A. and large savings can therefore be realised on file conversions etc.

Previously we mentioned consignment only of the completed punched cards to you but, alternatively, we can arrange for your records to be put onto magnetic tape using a straightforward card to tape program or, indeed, your own program if desired at little or no extra cost.

We hope that we shall have the opportunity of quoting you, should you require card punching assistance in the future.

Yours faithfully,
E.D.P. SERVICES (CROYDON) LTD.

A handwritten signature in blue ink, appearing to read 'D. O'Keeffe', written over a horizontal line.

D. O'Keeffe
Director

Directors: I. G. McLeod, A.C.I.S. D. O'Keeffe, M.I.O.M. A. T. McLeod



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Mr. T. Nelson,
Systems Const.,
Box 1546,
Poughkeepsie,
N.Y.

11th January, 1965

Dear Sir,

Your valued enquiry about our card punching service has been passed on to us by Datamation and we are writing now to give you more comprehensive information.

The Service We Offer

Our large installation of I.B.M. punches/verifiers is especially geared for handling large scale punching for computer input. The employment of only the best operators available coupled with top class supervision ensures that the standard of our work is at least comparable with the highest available anywhere.

Prices

Because of the favourable exchange rate, and the generally lower level of wages and overheads we carry, our prices to U.S. customers are particularly attractive. Here is a typical example:

/From

Directors: I. G. McLeod, A.C.I.S. D. O'Keeffe, M.I.O.M. A. T. McLeod

From name/address data as per the sample enclosed we were required to punch and verify two cards per address (card sample also enclosed) the quantity being 700,000 cards. Our price, C.I.F. Boston, for punching, verifying, interpreting and including supplying I.B.M. 5081 cards was \$36 per 1,000 cards. Our client saved over \$10,000 against the lowest U.S.A. quote.

A typical numeric job of, say, 50 columns per card where the data is "clean" would cost in the region of \$28 per 1,000 cards C.I.F. your nearest air terminal, punched and verified inclusive of cards.

Cards

We normally supply plain I.B.M. 5081 cards but we can arrange for special formats to be printed to your specification in this country, at very small extra cost.

U.S. Import Duty

Duty is payable on punched cards as per the U.S. Treasury Decision No. T.D. 55851. Duty is normally assessed on the nominal disposal value of the material after use by the importer and is, therefore, a very negligible amount.

Security

Out of working hours all customers' documents are stored in fire-proof safes, in addition a 24 hour seven day Security Guard is maintained on the building.

What To Do

If you have a punching problem coming along all you have to do is post us a specimen of the data and a copy of the punching instructions and card format; we shall then quote you by return.

/If, following

If, following our quotation, you decide to go ahead and use our service you have only to give us your instructions and, when you are ready for us to start, post or air freight your data to us via London Airport. On completion of the job the cards and data will be sent to your nearest air terminal and will be in your hands within 12 - 24 hours of leaving our Bureau.

We look forward confidently to saving you money.

Yours faithfully,
E.D.P. SERVICES (CROYDON) LTD.



D. O'Keeffe
DIRECTOR

C96D		NAME FIELD		1st ADDRESS LINE	
NAME	ADDRESS	NAME	ADDRESS	NAME	ADDRESS
1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30
31	32	33	34	35	36
37	38	39	40	41	42
43	44	45	46	47	48
49	50	51	52	53	54
55	56	57	58	59	60
61	62	63	64	65	66
67	68	69	70	71	72
73	74	75	76	77	78
79	80	81	82	83	84
85	86	87	88	89	90
91	92	93	94	95	96
97	98	99	100	101	102

FORM - Multiple Layout		NAME FIELD		1st ADDRESS LINE																											
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45		
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45		
2nd ADDRESS LINE (LAST IF ONLY 3 LINES)		3rd ADDRESS LINE (LAST IF 4 LINES)																													
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45		
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45		

[illegible]

Here is a list of some of our satisfied customers
for whom we have recently completed jobs:-

A. C. NEILSON

FORD MOTOR COMPANY

KODAK

UNIVERSITY OF LONDON

KIMBERLEY CLARKE

UNIVERSITY OF CAMBRIDGE

I.B.M.

INTERNATIONAL COMPUTERS AND TABULATORS

READERS DIGEST ASSOCIATION

C.E.I.R.

H.M. INLAND REVENUE

BENSON-LEHNER

AMOCO

MR. L. E. WILAND
1610 BUCKING ST.
ALTOONA, PA.

JY1250
327-7-5

MR. J. F. SAIKO
402 WILSON AVE.
BEAVER, PA. 15009

JY1194
327-6-7

MR. W. N. FREEMAN
3301 LIBERTY ST.
ALTOONA, PA.

JY1978
327-7-5

HARVEY M. NESTER
P. O. 1
BECKELSVILLE, PA. 19805

JY1953
327-6-5

MR. FRED GROSSEMAN
1317 E. TREMONT ST.
ALTOONA, PA.

JY990
327-7-5

MR. B. PENNELL
603 HANER ST.,
BEDFORD, PA.

JY1121
327-4-7

EUGENE J. RIVES
1335 HAMILTON ST.
ALTOONA, PA. 18104

JY594
327-7-4

MR. J. E. NICHOLS
514 BRAD AVE.,
BELLE VERMION, PA.

JY1125
327-7-6

EWETT W. GILLASPIE
2204 JUNIATA GAP ROAD
ALTOONA, PA.

JY1253
327-7-5

MR. M. M. FAZZINI
569 KENNES AVE.,
BEAVER, PA.

JY1345
327-7-6

EVERT L. DRAKE
AMBLER HOUSE, APT. A3
AMBLER, PA.

JY7978
327-7-5

MR. A. F. TAZZA
2582 SANTA BARBARA DR.
BETHEL PARK, PA. 15102

JY1253
327-7-5

JOSEPH J. SIEMINSKI
801 24TH ST.
AMBRIDGE, PA.

JY1321
327-7-4

MR. E. M. CUMMINGS
11 W. LANGHORNE AVE.
BETHLEHEM, PA.

JY223
327-7-5